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*Office Memorandum* • UNITED STATES GOVERNMENT

TO : Chief of Logistics

DATE: 23 December 1953

FROM : Acting Chief, Supply Division

SUBJECT: Weekly Activity Report

1. GENERAL:a. Washington Depot: (continued item)

(1) Planning for the physical inventory of stocks at [ ] and [ ] is now reaching the final stage. Staffs are currently preparing detailed instructions for taking inventories which include cut-off dates for requisition and receipt processing, as well as provision for filling requisitions of a "must-go" nature. ✓

(2) Actual commencement of inventorying is scheduled for 18 January 1954, and Communications type material will be the first group taken.

b. Supply Training: (continued item)

(1) The comments prepared by the first group of students in the Logistics Support Course are being reviewed for possible use in improving the Supply phase of the seminar for subsequent students.

(2) Various subject presentations given at the Logistics Support Course are being analyzed with the view of consolidating subject matter and consequent reduction in instructors assigned from the division.

2. PROJECTS AND STUDIES IN PROCESS:a. Flex-O-Print Catalog: (continued item)

No change.

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3. OTHER ITEMS OF INTEREST:

a. Supply Regulations: (continued item)

(1) Comments from working level elements have been received from all interested offices, less Office of Training and General Counsel. These two offices have advised that their comments should be in our hands by 24 December.

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d. New Requisition Form: (new and completed item)

One month ago, a new form for requisitioning materials at headquarters was put into trial use in the FE Division. Customer reaction to the new form has been most favorable with no adverse comments or special problems resulting from its usage. This form is being prescribed for headquarters adoption and instructions in the preparation thereof is to be included in Supply Regulation No. [redacted] "Requisitioning". The major advantage seen in using the new requisition form is the simplicity in reducing a requisition to a sterile document and thereby expediting dispatch of valuable requisitioning information to the field.

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e. T&E Unit for [redacted] (new and completed item)

In telephone conversations with [redacted] it was pointed out that the Office of Communications does not desire, for the time being at least, to establish a Test and Evaluation Unit at the [redacted]. They do require the utilization of that activity for storing Commo materials which have received factory test and inspection, and which are crated for export shipping in accordance with [redacted] specifications.

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4. MAJOR PROBLEMS:

None

5. MAJOR OBJECTIVES:

Refer to Weekly Activity Report of 10 December for current status of objectives.



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LO/SD/DWW:dmg (23 December 1953)

Distribution:

1 - Supply official file

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